

Chief, Management Staff

6 December 1956

Chief, Records Management Staff

Weekly Report - Week Ending 5 December 1956

1. Thirteen revised forms have been completed for the Office of the Comptroller to be used in conjunction with their Accounting procedures in certain field stations. These forms are prescribed in their handbook for Accounting operations in the field.

2. A Subject Numeric Filing System has been installed in the Machine Records Division of the Special Register, OCR. This will permit a simplified method of filing and finding material and the segregation of inactive records for transfer to the Records Center or for destruction.

3. Two suggestions for improved handling of work in the Technical Information Unit of [REDACTED] have been adopted. One provides for a desk file which will permit maintaining current work in such a sequence that it will assure priority handling for the more important items and eliminates double handling on those items which relate to the same subject. The other one combines two files and thereby eliminates duplicate references. This project is being carried out in conjunction with the O&M Survey.

25X1A7b

4. The Biographic Register Division has already begun the retirement of inactive records to the Center. So far, 80,000 punch cards have been eliminated from active office space and 16 cubic feet of other records have been destroyed.

5. Eight new forms have been designed for the Office of Security as a result of an O&M Survey being conducted in that office.

6. On-the-job training was completed as follows:

25X1A9a

Mr. [REDACTED]	4 hours
Mr. [REDACTED]	20 hours
Mr. [REDACTED]	4 hours

25X1A9a

25X1A9a

Mgt S/RMS/ [REDACTED] Area (6 December 1956)